ANSI/NFPA 904 An American National Standard February 10, 1992

NFPA 904 Incident Follow-up Report Guide 1992 Edition

NFPA®

National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101

NOTICE

All questions or other communications relating to this document should be sent only to NFPA Headquarters, addressed to the attention of the Committee responsible for the document.

For information on the procedures for requesting Technical Committees to issue Formal Interpretations, proposing Tentative Interim Amendments, proposing amendments for Committee consideration, and appeals on matters relating to the content of the document, write to the Secretary, Standards Council, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

A statement, written or oral, that is not processed in accordance with Section 16 of the Regulations Governing Committee Projects shall not be considered the official position of NFPA or any of its Committees and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

Users of this document should consult applicable Federal, State and local laws and regulations. NFPA does not, by the publication of this document, intend to urge action which is not in compliance with applicable laws and this document may not be construed as doing so.

Policy Adopted by NFPA Board of Directors on December 3, 1982

The Board of Directors reaffirms that the National Fire Protection Association recognizes that the toxicity of the products of combustion is an important factor in the loss of life from fire. NFPA has dealt with that subject in its technical committee documents for many years.

There is a concern that the growing use of synthetic materials may produce more or additional toxic products of combustion in a fire environment. The Board has, therefore, asked all NFPA technical committees to review the documents for which they are responsible to be sure that the documents respond to this current concern. To assist the committees in meeting this request, the Board has appointed an advisory committee to provide specific guidance to the technical committees on questions relating to assessing the hazards of the products of combustion.

Licensing Provision

Statement on NFPA Procedures

This material has been developed under the published procedures of the National Fire Protection Association, which are designed to assure the appointment of technically competent Committees having balanced representation. While these procedures assure the highest degree of care, neither the National Fire Protection Association, its members, nor those participating in its activities accepts any liability resulting from compliance or noncompliance with the provisions given herein, for any restrictions imposed on materials or processes, or for the completeness of the text.

NFPA has no power or authority to police or enforce compliance with the contents of this document and any certification of products stating compliance with requirements of this document is made at the peril of the certifier.

RP, G-FM-91

NFPA 904

Incident Follow-up Report Guide

1992 Edition

This edition of NFPA 904, *Incident Follow-up Report Guide*, was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc. at its Fall Meeting held November 18–20, 1991 in Montréal, Québec, Canada. It was issued by the Standards Council on January 17, 1992, with an effective date of February 10, 1992, and supersedes all previous editions.

The 1992 edition of this document has been approved by the American National Standards Institute.

Origin and Development of NFPA 904

This guide was developed to encourage the collection of data beyond the basic system as described in NFPA 902M, *Fire Reporting Field Incident Manual*, on incidents that are significant in terms of their magnitude, associated casualties, or other impact on the community. It was not the intent of the Committee that this be a comprehensive fire investigation reporting form. Users are encouraged to develop this material further.

The original edition of this guide was published in 1981. The 1986 and 1992 editions were reconfirmations of the text of the guide.

Technical Committee on Fire Reporting

Dal L. Howard, *Chairman*
Los Angeles City Fire Dept., CA

George J. Oldroyd, *Vice Chairman*
Fairfield Fire Dept., CT
Rep. NFPA Fire Service Section

Clifford S. Harvey, *Secretary*
Boulder Fire Dept., CO

Steven C. Bailey, Seattle Fire Dept., Seattle, WA
Rep. Nat'l Fire Information Council
Wayne D. Bennett, Public Service Computer Software, Inc.
Ross K. Boelling, Development Planning & Research Assoc., Inc.
Tom Burgess, Phoenix Fire Dept., AZ
Frank E. Florence, Salt Lake City Fire Dept., UT
Robert W. Glowinski, Nat'l Forest Products Assoc.
Beatrice Harwood, U.S. Consumer Product Safety Comm.
Ronald L. Hoyt, Pierce County Fire District, WA
Rep. Int'l Assoc. of Fire Chiefs
Bruce M. Hunt, Orange County Fire Dept., Orange, CA
Joseph W. Krajnik, IAFF Local 1066, Jersey City, NJ
Marion A. Long, Virginia Dept. of Fire Programs
Rep. Nat'l Fire Information Council
John Ottoson, U.S. Fire Administration
Philip S. Schaenman, TriData Corp.
Kenneth J. Schwartz, Rolf Jensen & Assoc.
Ralph E. Sellars, Jr., Factory Mutual Engineering Corp.
Rexford Wilson, FIREPRO Inc.

Alternates

David S. Collins, Nat'l Forest Products Assoc.
(Alternate to R.W. Glowinski)
Charles Manuel, Phoenix Fire Dept., AZ
(Alternate to T. Burgess)

Carl E. Peterson, NFPA Staff Liaison

This list represents the membership at the time the Committee was balloted on the text of this edition. Since that time, changes in the membership may have occurred.

NOTE: Membership on a Committee shall not in and of itself constitute an endorsement of the Association or any document developed by the Committee on which the member serves.

Contents

NFPA 904

Incident Follow-up Report Guide

1992 Edition

Introduction

In order to provide insight into the causes and consequences of fires or other incidents, the fire service prepares "incident reports," performs pre-fire surveys, and conducts follow-ups to provide additional information. The criteria for when such follow-ups should be conducted are determined locally. In general, such follow-ups are conducted for fires of suspicious origin, those resulting in loss of life, and those involving large property loss.

The encoding of follow-up data on fire incidents and the updating of basic fire incident data as necessary is a natural "next step" after the process of uniform coding and reporting of fire incidents. This guide is intended to provide a standardized form for the collection and encoding of fire incident follow-up data, along with an explanation of the use of the form.

This guide contains references to NFPA 901, *Uniform Coding for Fire Protection*. These references are to allow persons responsible for classifying the data to find the appropriate sections in NFPA 901. All references are to the 1990 edition of NFPA 901. A review of the terminology, definitions, and classifications in NFPA 901 will help to improve the quality of the report.

Data can be compiled from the forms either manually or using electronic data processing. In either case, such data will supplement the data from property surveys, incident reports and casualty reports, to support fire prevention activities, code enforcement, planning, data analysis, and administrative functions.

General Applications

This guide contains instructions for the completion of the Incident Follow-up Report, Form 904I. It is intended that Form 904I be used to record data from follow-ups. It is assumed that a Basic Incident Report, Form 902F, is already on file for each incident for which a follow-up investigation has been conducted. There are three main purposes for Form 904I:

1. To document some of the findings of the follow-up — for example, to permit characterization of the second item involved in the fire sequence.
2. To provide the basis for revision to and/or augmentation of the data reported on Form 902F, if the information from the follow-up is more accurate. It should not be necessarily assumed that follow-up information is more accurate than the information on the original 902F, but in the event of conflicting information, the local jurisdiction will have the option of accepting one of two opinions, or of keeping both.
3. To provide additional details on special situations — such as fires of incendiary/suspicious origin.

It is important to note that the follow-up is likely to produce more information than can conveniently be coded on Form 904I. As with any fire incident report, the narrative portion, not coded, will constitute an important part of the record.

The Fire Reporting Committee intends that this edition of the *Incident Follow-up Report Guide* and the Incident Follow-up Report be used for structural fires only. The Committee will be studying ways to expand the form and the guide so as to be applicable to all fires. Persons wishing to use the form for other than structural fires are encouraged to do so and to correspond with the Committee regarding the changes needed to accomplish such use.

Examples

Two examples are presented on the following pages. The first shows a completed form for a fire follow-up after a $300,000 suspicious fire in a building used to store mattresses. The second shows a completed form for a fire follow-up after a tenement fire in which four persons were killed.

INCIDENT FOLLOW-UP REPORT

904I

Anytown **Fire Department**

Fill In This Report
In Your Own Words

IA	FD ID: 1234	Incident No.: 00249	Index No.: 00	Mo.: 12	Day: 17	Year: 80				☐ Revised Report	
IB	Location/Address: 329 Mill Hollow Rd		City/Town: Anytown						Year of Construction: 1974		
IC	Requestor: B/C Smith			Date of Request: 12/17/80			Reason for Followup: Suspicious fire 3				
ID	Weather: Snow 4		Temperature: 25°F 6		Humidity: 75% 2		Wind Direction: NW 8		Wind Speed: 18 MPH 5		
IE	Form of Material 2nd Ignited: Packaging 5 5		Type of Material 2nd Ignited: Paper 6 7				Method of Heat Transfer: Direct Flame 1				
IF	Time in Smoldering Stage: None 9		Time Flame to Ceiling: Less than 1 minute 1				Ceiling Height: 30 Feet 2 0				
IG	Time Ignition to Detection: 15 minutes 5		Method of Detection: Police Patrol 3				Time Detection to Alarm: 1 minute 2				
IH	Delay in Alarm: None 8		Time Alarm to Agent Appl.: 7 minutes 4				Delay in Arrival: Nothing unusual 8				
II	Delay in Agent Appl.: Nothing unusual 8		Time Agent Appl. to Blackout: 3½ hours 8				Size of Fire When Discovered: Full involvement 6				
IJ	Size of Fire on Arrival: Full involvement 6		Obstacles Affecting Rescue: N/A 8				Obstacles Affecting Fire Control: Windowless walls 2				
IK	Performance of Fire Spread Limit Devices: Fire wall N/S - good 1		Performance of Special Hazard System: N/A 8				Performance of Exit System: N/A 8				
IL	No. of Occupants at Ignition: None 0		Occupant Condition Factor: N/A 8				Number of Persons Assisted: None 9				
IM	No. of Persons Homeless: N/A 9		No. of Businesses Unusable: One 1				Lost Time of Business: Est 9 months 6				
IN	Property Management: Private taxpaying 1						Estimated Total Dollar Loss: 35,000				
IO	If Person Involved in Ignition	Age: 38	Sex: M 1	Race: W 1	Relationship to Property: Owner 1		Activity Involved: Malicious 8				
IP	Principal Ins. Carrier-Structure: Ace Insurance Co			Principal Ins. Carrier-Contents: FBN Insurance Co			Check Box if Overinsurance Indicated ☒				
IQ	Property Security: Secured						Method of Initiation: Flammable liquid & Timer 3				
IR	Sabotage: Sprinklers turned off 1						Motive: Fraud to collect insurance 1				
IS	Available Information:	☒ Police Rpt.	☐ Autopsy Rpt.	☒ Plan, Sketch	☒ Ins. File						
		☒ Lab Rpt.	☒ Credit Rpt.	☒ Photos	☐ Other						
IT	Investigator: Lt. J. Kimball		Agency: SFM				Date: 1/27/81				
IU	Remarks: Harry Firebug, owner of the Softsleep Mattress Co. which used the building for storage was indicted by Grand Jury on 1/26/81. District Attorney J. O'Sullivan handling case.										

☐ Remarks continued on reverse side.

COMPLETE IF INCENDIARY/ SUSPICIOUS

☒ 902F Revised ☐ 902G Revised ☐ 902H Revised

This form is for use with NFPA 904, *Incident Follow-up Report Guide*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form

INCIDENT FOLLOW-UP REPORT 904I

Anytown Fire Department

Fill In This Report
In Your Own Words

IA	FD ID: 26402	Incident No.: 5946	Index No.: 00	Mo.: 11	Day: 23	Year: 80		☐ Revised Report	
IB	Location/Address: 42 Maple Street		City/Town: Anytown				Year of Construction: 1932		
IC	Requestor: Chief Jim Hilton		Date of Request: 11/23/80		Reason for Followup: Fatal Fire - 4 Killed	1			
ID	Weather: Clear 1	Temperature: 20°F 6	Humidity: 22% 5	Wind Direction: South 5	Wind Speed: 10 MPH 3				
IE	Form of Material 2nd Ignited: Wall Paneling 15	Type of Material 2nd Ignited: Plywood 64	Method of Heat Transfer: Direct Flame 1						
IF	Time in Smoldering Stage: Est 2 hours 7	Time Flame to Ceiling: 10 minutes 3	Ceiling Height: 8 feet 08						
IG	Time Ignition to Detection: 2½ hours 8	Method of Detection: Neighbor 4	Time Detection to Alarm: 4 minutes 3						
IH	Delay in Alarm: Tried to effect rescue 1st 3	Time Alarm to Agent Appl.: 6 minutes 4	Delay in Arrival: Nothing unusual 8						
II	Delay in Agent Appl.: Nothing unusual 8	Time Agent Appl. to Blackout: 45 minutes 6	Size of Fire When Discovered: Floor of origin 5						
IJ	Size of Fire on Arrival: Complete involvement 6	Obstacles Affecting Rescue: No rescue - all DOA 8	Obstacles Affecting Fire Control: None 8						
IK	Performance of Fire Spread Limit Devices: N/A 8	Performance of Special Hazard System: N/A 8	Performance of Exit System: Not a factor 8						
IL	No. of Occupants at Ignition: 0004	Occupant Condition Factor: All asleep 2	Number of Persons Assisted: None 9						
IM	No. of Persons Homeless: Four 3	No. of Businesses Unusable: N/A 9	Lost Time of Business: N/A 9						
IN	Property Management: Private Taxpaying 1		Estimated Total Dollar Loss: 55000						
IO	If Person Involved in Ignition: Age 35	Sex: F 2	Race: W 1	Relationship to Property: Tenant 1	Activity Involved: Smoking 1				
IP	Principal Ins. Carrier-Structure: Acme Insurance Co.		Principal Ins. Carrier-Contents: Acme Insurance Co.		Check Box if Overinsurance Indicated ☐				
IQ	Property Security:		Method of Initiation:						
IR	Sabotage:		Motive:						
IS	Available Information: ☐ Police Rpt. ☐ Lab Rpt.	☒ Autopsy Rpt. ☐ Credit Rpt.	☒ Plan, Sketch ☒ Photos	☐ Ins. File ☐ Other					
IT	Investigator: J.F. Stebbins	Agency: County Fire Marshal	Date: 11/28/80						
IU	Remarks: Fire started in chair on first story living room - smoldered before breaking into open flame. Discovered by M.B. Smith, a neighbor, who forced front door to effect rescue. He was unsuccessful. All persons dead before fire discovery. No evidence of foul play.								

☐ Remarks continued on reverse side.

COMPLETE IF INCENDIARY/ SUSPICIOUS

☐ 902F Revised ☐ 902G Revised ☐ 902H Revised

This form is for use with NFPA 904, *Incident Follow-up Report Guide*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form

Preparation of the Incident Follow-up Report

Form 904I

This section of the guide is for reference in preparing the Incident Follow-up Report, Form 904I.

The explanation for completing Lines IA through IU and other information in this guide should be referenced when preparing the Incident Follow-up Report, Form 904I. See form on next page.

The form is divided into seven blocks, each outlined by a heavy border across the bottom and up the right side.

The *first block*, lines IA-IC, identifies the incident, the property on which the report is made, and the reason for the report.

The *second block*, lines ID-IF, collects weather information as well as additional details relating to fire growth.

The *third block*, lines IG-IK, is designed to collect the complete time sequence of the fire, and the performance of building systems in the fire.

The *fourth block*, lines IL-IO, identifies human factors and indirect losses associated with the incident.

The *fifth block* (incendiary/suspicious fires only), lines IP-IS, addresses important factors in the investigation and reporting on incendiary/suspicious fires.

The *sixth block*, line IT, contains the signature and identifier line for the investigator making the report.

The *seventh block*, line IU, is a remarks section where additional data significant to the follow-up can be recorded.

INCIDENT FOLLOW-UP REPORT

904I

_____ **Fire Department**

Fill In This Report
In Your Own Words

IA | FD ID | Incident No. | Index No. | Mo. | Day | Year | ☐ Revised Report

IB | Location/Address | City/Town | Year of Construction

IC | Requestor | Date of Request | Reason for Followup

ID | Weather | Temperature | Humidity | Wind Direction | Wind Speed

IE | Form of Material 2nd Ignited | Type of Material 2nd Ignited | Method of Heat Transfer

IF | Time in Smoldering Stage | Time Flame to Ceiling | Ceiling Height

IG | Time Ignition to Detection | Method of Detection | Time Detection to Alarm

IH | Delay in Alarm | Time Alarm to Agent Appl. | Delay in Arrival

II | Delay in Agent Appl. | Time Agent Appl. to Blackout | Size of Fire When Discovered

IJ | Size of Fire on Arrival | Obstacles Affecting Rescue | Obstacles Affecting Fire Control

IK | Performance of Fire Spread Limit Devices | Performance of Special Hazard System | Performance of Exit System

IL | No. of Occupants at Ignition | Occupant Condition Factor | Number of Persons Assisted

IM | No. of Persons Homeless | No. of Businesses Unusable | Lost Time of Business

IN | Property Management | Estimated Total Dollar Loss

IO | If Person Involved in Ignition | Age | Sex | Race | Relationship to Property | Activity Involved

IP | Principal Ins. Carrier-Structure | Principal Ins. Carrier-Contents | Check Box if Overinsurance Indicated ☐

IQ | Property Security | Method of Initiation

IR | Sabotage | Motive

IS | Available Information: ☐ Police Rpt. ☐ Autopsy Rpt. ☐ Plan, Sketch ☐ Ins. File ☐ Lab Rpt. ☐ Credit Rpt. ☐ Photos ☐ Other

IT | Investigator | Agency | Date

IU | Remarks:

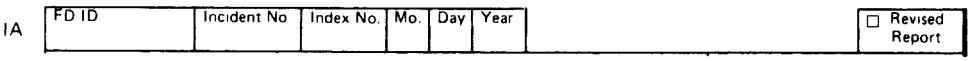
☐ Remarks continued on reverse side.

COMPLETE IF INCENDIARY/ SUSPICIOUS

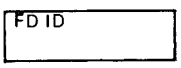
☐ 902F Revised ☐ 902G Revised ☐ 902H Revised

This form is for use with NFPA 904, *Incident Follow-up Report Guide*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

LINE IA DATA

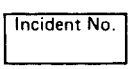


Fire Department Identification



This space is provided for fire departments that participate in regional or state systems. The identification number will normally be obtained from the Basic Incident Report, Form 902F. If the fire department does not forward reports to a regional or state center, this data space can be left blank.

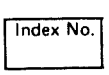
Incident Number



The incident number is a unique number assigned to an incident such that no two incidents in a given year have the same number.

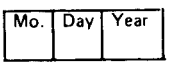
Enter the identification number assigned to this incident from the existing fire department Basic Incident Report, Form 902F.

Index Number



The index number, if any, may be obtained from the Basic Incident Report, Form 902F.

Month



Enter the month of year when the incident occurred using its numeric designation:

January	= 01	April	= 04	July	= 07	October	= 10
February	= 02	May	= 05	August	= 08	November	= 11
March	= 03	June	= 06	September	= 09	December	= 12

Day

Enter the day of month when the incident occurred.

Year

Enter the last two digits of the year when the incident occurred.

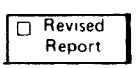
Example:

An incident occurring on July 8, 1981, would be entered as

Mo.	Day	Year
07	08	81

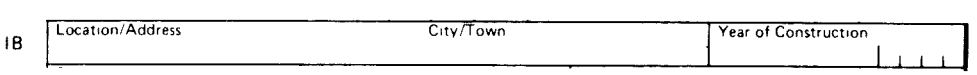
The incident date should be the same as that given on the Basic Incident Report, Form 902F.

Revised Report

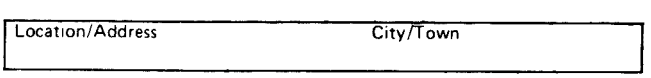


If any information on the report is to be updated once the report has been submitted, obtain a copy of the original report, enter the new information in red, date and initial the change, check the Revised Report block, and resubmit the report.

LINE IB DATA

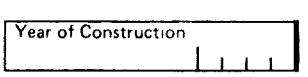


Correct Address



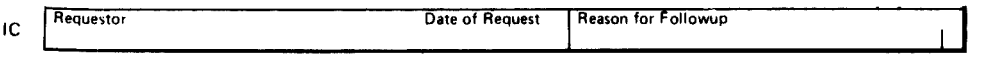
This information is used primarily for cross reference and manual identification purposes. The address should be cross checked with that on the Basic Incident Report.

Year of Construction

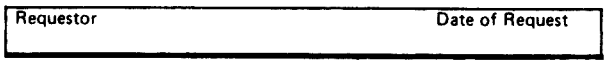


Enter the actual year of construction of the property, for example, 1968. If multiple years of construction exist, enter the year of construction of the area where the fire originated and note the other years in the Remarks.

LINE IC DATA



Requestor



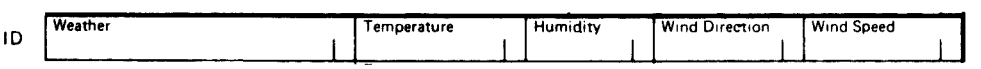
Space is provided here to indicate the name, agency, or other identifier of the requestor of the follow-up investigation, and the date of the initial request.

Reason for Follow-up

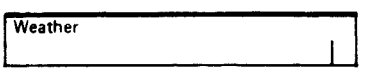
The reason a follow-up has been initiated is recorded here. The reason could be due to the size of the fire, the number of deaths, the fire's suspicious origin, or any other reason.

Refer to NFPA 901, Section JDC, for classifications for Reason for Follow-up.

LINE ID DATA



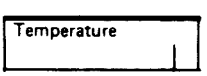
Weather



Enter the type of weather at the time the fire started.

Refer to NFPA 901, Section JIA, for classifications for Weather.

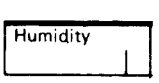
Temperature



Enter the air temperature at the time the fire started. Temperature may be recorded in Farenheit or Celsius, but be sure to indicate which, by using an "F" or "C."

Refer to NFPA 901, Section JIB, for classifications for Temperature.

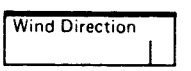
Humidity



Enter the relative humidity at the time the fire started.

Refer to NFPA 901, Section JIC, for classifications for Relative Humidity.

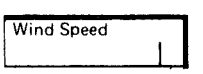
Wind Direction



Wind direction should be recorded to the closest 45 degree compass point, and at the time the fire started. Wind direction is the direction the wind is coming from.

Refer to NFPA 901, Section JID, for classifications for Wind Direction.

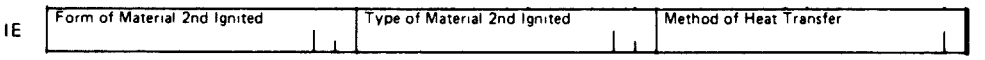
Wind Speed



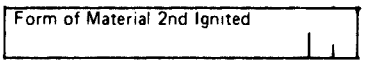
Enter the wind speed at the time the fire started.

Refer to NFPA 901, Section JIE, for classifications for Wind Speed.

LINE IE DATA



Form of Material Second Ignited

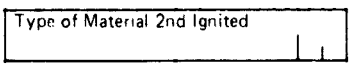


The Basic Incident Report, Form 902F, records the first material ignited. The material ignited next in the burning sequence should be recorded here.

Record the form or use of the second material that became ignited.

Refer to NFPA 901, Section HA, for classifications for Form of Material.

Type of Material Second Ignited

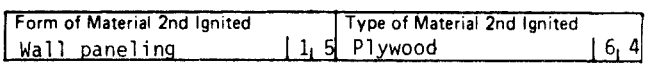


Record the type or composition of the second material that became ignited. This must be the same material whose form or use was recorded in the previous data space.

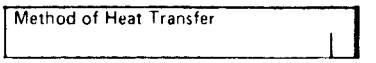
Refer to NFPA 901, Section HB, for classifications for Type of Material.

Example:

A fire that starts in an upholstered chair and spreads to plywood wall paneling.



Method of Heat Transfer

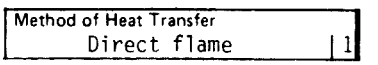


Enter here the method by which the fire spread from the material first ignited to the material second ignited. This can include direct flame, convection currents, radiated heat, heat from embers or sparks, or conducted heat.

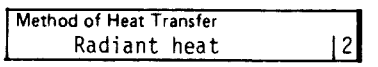
Refer to NFPA 901, Section JFC, for classifications for Method of Heat Transfer.

Examples:

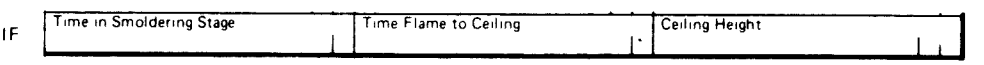
Flame from a burning wastebasket ignited curtains above wastebasket.



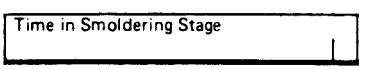
Heat radiated from a burning chair ignites nearby wall paneling.



LINE IF DATA



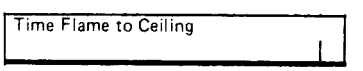
Time in Smoldering Stage



Record the estimated time smoldering fire conditions existed, i.e., the time from ignition to open flaming. Classify open flaming ignitions as "Did Not Pass Through Smoldering Stage."

Refer to NFPA 901, Section JGI, for classifications to use for Time in Smoldering Stage.

Time Flame to Ceiling



Record the estimated time from the first open flaming until the flame height reached the ceiling. For smoldering ignitions this will be the time from the transition from smoldering, to flaming combustion, to the attainment of flame at the ceiling level. For open flaming ignitions it will be the time from ignition to flame at the ceiling level.

Refer to NFPA 901, Section JGI, for classifications to use for Time to Ceiling.

Ceiling Height

Ceiling Height

Record the height of the ceiling in feet. If the ceiling height exceeds 99 feet, record the actual height, but enter 99 as coded data.

LINE IG DATA

IG	Time Ignition to Detection	Method of Detection	Time Detection to Alarm

Time from Ignition to Detection

Time Ignition to Detection

Ignition occurs the moment heat or overheat reaches the point of self-perpetuated combustion in the combustible ignited, whether or not there is open flame.

Detection occurs the moment a person senses the danger or an automatic detector closes its contacts.

Estimate and record the time lapse from the moment of ignition until detection takes place.

Refer to NFPA 901, Section JGA, for classifications for Time from Ignition to Detection.

Method of Detection

Method of Detection

If a person detected the fire, record the relationship of that person to the fire area, e.g., occupant, watchman, passerby. If an automatic system detected the fire, indicate the type of system. If the fire was not detected until after it self-terminated, indicate that fact.

Refer to NFPA 901, Section JGB, for classifications for Method of Detection.

Time from Detection to Alarm

Time Detection to Alarm

Alarm occurs the moment the first signal light or sound arrives at the fire alarm center of the officially responding organization. This is generally a public fire department facility, but could be an organized and manned private fire department. It is not a building guard, a building manager, telephone operator, or a maintenance shop.

Record here the time lapse from detection to the first receipt of the alarm. Sometimes no alarm will be transmitted, as in the case where a fire has burned itself out when detected.

Refer to NFPA 901, Section JGC, for classifications for Time from Detection to Alarm.

LINE IH DATA

IH	Delay in Alarm	Time Alarm to Agent Appl	Delay in Arrival

Delay in Alarm

Delay in Alarm

Record here the cause for any unusual delay in transmission of alarm to the fire department once the fire has been detected. If the alarm was transmitted promptly or no unusual delays occurred, indicate that to be the case.

Refer to NFPA 901, Section JGD, for classifications for Delay in Alarm.

Time from Alarm to Agent Application

Time Alarm to Agent Appl.

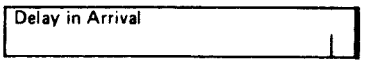
The time of extinguishing agent application is when the agent first hits the flame.

Estimate and record the time lapse from the first receipt of the alarm to the application of an extinguishing agent. Sometimes an agent will be applied before the alarm, as in the case of automatic systems, but in most cases the first agent will be applied by the fire

department. Do not consider the sporadic application of an agent, such as an attempt to use a fire extinguisher before calling the fire department, unless such application is continuous or successfully controls or extinguishes the fire.

Refer to NFPA 901, Section JGE, for classifications for Time from Alarm to Extinguishing Agent Application.

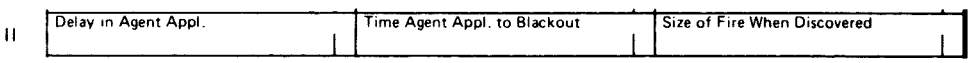
Delay in Arrival



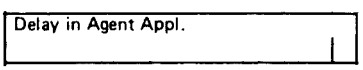
Record here the cause for any unusual delay in arrival of the first fire apparatus at the scene. If no unusual delays in response occurred, indicate so.

Refer to NFPA 901, Section JGF, for classifications for Delay in Arrival.

LINE II DATA



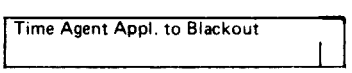
Delay in Application of Extinguishing Agent



Record here the cause for any unusual delay after the arrival of fire fighting apparatus before extinguishing agents are applied to the fire. If no unusual delays in extinguishing agent application occur, indicate so.

Refer to NFPA 901, Section JGG, for classifications for Delay in Application of Extinguishing Agent.

Time from Extinguishing Agent Application to Fire Blackout

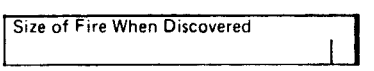


Blackout is when all evidence of open flame or glow of burned material has been removed.

Record here the time lapse between the first agent application to the fire blackout. Sometimes no agent application will be necessary, as when the fire self-terminates.

Refer to NFPA 901, Section JGH, for classifications for Time from Extinguishing Agent Application to Fire Blackout.

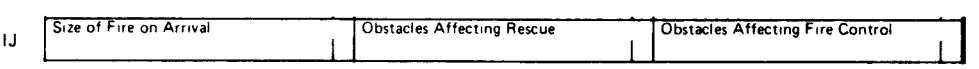
Size of Fire when Discovered



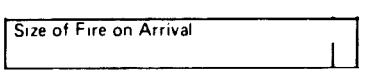
Describe the extent (confined to Object of Origin, confined to Structure, etc.) to which the fire had grown when first discovered.

Refer to NFPA 901, Section KB, and use the classifications for Extent of Flame Damage to classify Size of Fire when Discovered.

LINE IJ DATA



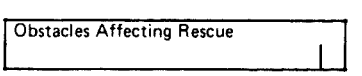
Size of Fire on Arrival



Describe the extent to which the fire had grown at the time of arrival of the first fire service apparatus at the scene.

Refer to NFPA 901, Section KB, and use the classifications for Extent of Flame Damage to classify Size of Fire on Arrival.

Obstacles Affecting Rescue



Indicate any obstacles that impeded rescue operations or restricted fire service or other rescue capabilities.

Refer to NFPA 901, Section DJE, for classifications for Obstacles Affecting Rescue.

Obstacles Affecting Fire Control

Obstacles Affecting Fire Control

Indicate any obstacles that impeded or restricted fire control operations.

Refer to NFPA 901, Section DJE, for classifications for Obstacles Affecting Fire Control Operations.

LINE IK DATA

IK	Performance of Fire Spread Limit Devices	Performance of Special Hazard System	Performance of Exit System

Performance of Fire Spread Limitation Devices

Performance of Fire Spread Limit Devices

Fire spread limitation devices include enclosing walls, doors, dampers, and the like. If fire spread limitation devices were present, evaluate their performance in terms of their designed function. If no fire spread limitation devices were present, indicate so.

Refer to NFPA 901, Section JHE, for classifications for Performance of Fire Spread Limitation Devices.

Performance of Special Hazard System

Performance of Special Hazard System

A special hazard system is one that is designed and installed to protect a specific fire hazard or operation. Examples are a Halon system protecting a computer room, or a water spray deluge system protecting a processing operation. If such a system was present in the area of origin, evaluate and record its performance. If none was present, indicate "no special hazard system in area of origin."

Refer to NFPA 901, Section JHD, for classifications for Performance of Special Hazard System.

Performance of Exit System

Performance of Exit System

Evaluation of the exit system performance should take into account all building factors relating to the egress of occupants from a building under fire conditions. Record exit system performance when occupants were required to leave the structure or fire area. If no occupants were present, or if egress was not required, record "not a factor."

Refer to NFPA 901, Section JHF, for classifications for Performance of Exit System.

Examples:

Stairway filled with smoke due to blocked door, and several occupants were rescued by fire department ladder.

Performance of Exit System	
Restricted egress	2

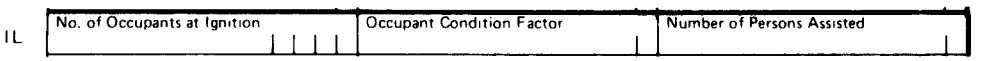
An occupant trapped in a dead end corridor dies from the effects of fire.

Performance of Exit System	
Prevented egress	3

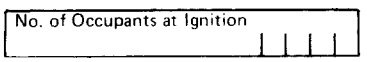
The single exit path filled with smoke from the fire in an adjacent room. Occupants made their way through the smoke and escaped, suffering minor smoke inhalation.

Performance of Exit System	
Restricted egress	2

LINE IL DATA

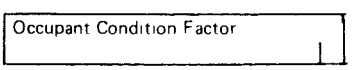


Number of Occupants at Ignition



Record here the actual or estimated number of occupants in the structure at the time the fire started, regardless of what they did or what happened to them after ignition. Do not include persons who entered the structure after ignition.

Occupant Condition Factor



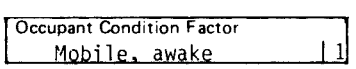
Record here the occupant condition factor that describes the dominant occupant condition, as in the following examples.

Note that when a responsible adult is present, it is relevant whether the adult is awake or asleep. Whether nonmobile (young children, etc.) or impaired (intoxicated, senile, etc.) occupants are awake or asleep is not relevant.

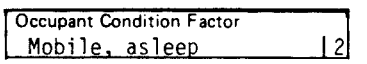
Refer to NFPA 901, Section JED, for classifications for Occupant Condition Factor.

Examples:

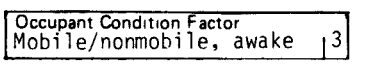
Two adults one sleeping, one awake



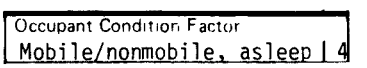
Two adults - both sleeping



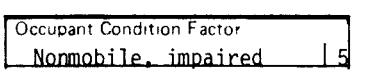
Two adults, one three-year-old child, adults awake, child asleep



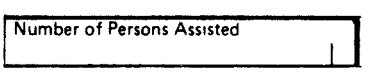
Two adults, one child, all asleep



Three children under five years old, one adult in intoxicated state. Adult and one child awake, two children asleep.



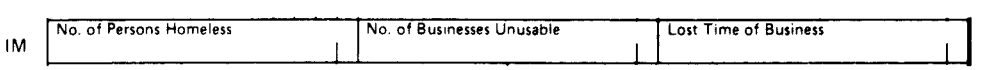
Number of Persons Assisted



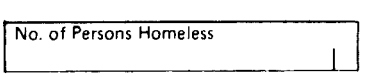
Record here the number of persons assisted in leaving the building by the action of the fire department.

Refer to NFPA 901, Section KF, for classifications for Number of Persons Assisted.

LINE IM DATA



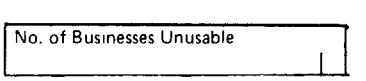
Number of Persons Made Homeless



Record the number of persons who could not reside in their building the night after the fire.

Refer to NFPA 901, Section KG, for classifications for Number of Persons Made Homeless.

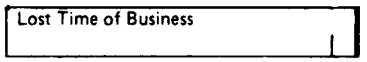
Number of Businesses Made Unusable



Record the number of businesses that could not operate over 60 percent of their facility the first working day following the fire.

Refer to NFPA 901, Section KH, for classifications for Number of Businesses Made Unusable.

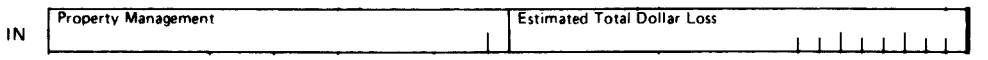
Lost Time of Business



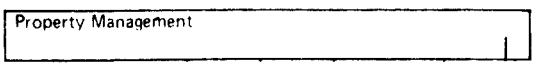
"Lost Time" occurs when a business cannot resume 60 percent or more of its operation the first working day following the fire. Estimate and record the lost time in whole days. If the business is not expected to resume at the fire location, indicate this fact.

Refer to NFPA 901, Section KI, for classifications for Lost Time of Business.

LINE IN DATA



Property Management



Describe the ownership and/or management of the specific property use involved in the incident. Typical descriptions include: Private, Local Government, State Government, Federal Government, Foreign, and Military. If privately owned, indicate whether it is tax paying or non-tax paying.

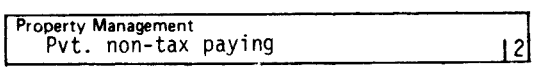
This information can generally be obtained from the local assessor's office if necessary.

For fires involving trees, brush, grass, and standing crops (type of incident = 15) which spread over multiple properties, describe the ownership and/or property management of the property where the fire originated.

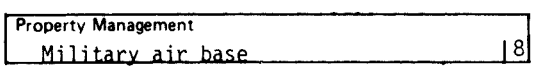
Refer to NFPA 901, Section DBC, for classifications for Property Management.

Example:

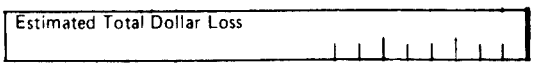
Fire occurring in a place of worship.



Airplane crash at an air force base.



Estimated Total Dollar Loss



When estimating fire loss, take into consideration material actually damaged by the fire as well as that damaged during extinguishment. This will include water and smoke damage as well as material damaged during overhaul operations.

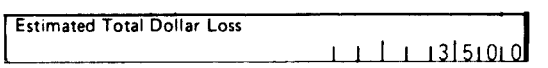
Estimate and record the total physical direct fire loss to the structure, contents, machinery, equipment, and natural resources. Estimate on a replacement in like kind and quality basis. All estimates should be to the closest whole dollar.

One method of estimating structure loss is to calculate the square footage of destroyed area. Multiply this by the appropriate cost per square foot for new construction in your area for that particular type of construction. Add 10 percent for demolition costs. Then add the cost of replacing the contents and other equipment.

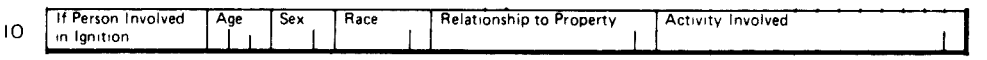
A loss figure should be recorded for all fires. Enter "0" where there is no loss, and "Not applicable" (N/A) if the incident was not a fire.

Example:

A loss of $3500.00 would be entered:



LINE IO DATA



Age

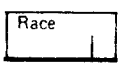
If a person or persons were involved in the ignition, enter the age of the person most principally involved.

Sex

If a person or persons were involved in the ignition, enter the sex of the person most principally involved.

Refer to NFPA 901, Section LB, for classifications for Sex.

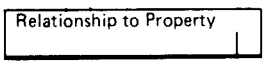
Race



If a person or persons were involved in the ignition, enter the race of the person most principally involved.

Refer to NFPA 901, Section LC, for classifications for Race.

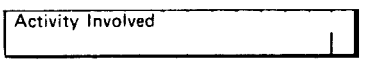
Relationship to Property



If a person or persons were involved in the ignition, enter the relationship of the person primarily involved to the property.

Refer to NFPA 901, Section LF, for classifications for Relationship to Property.

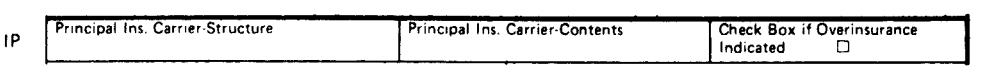
Activity Involved in Fire Ignition



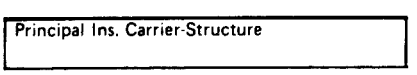
If a person or persons were involved in the ignition, enter the nature of the activity of the person most principally involved as it related most directly to the ignition.

Refer to NFPA 901, Section JEC, for classifications for Activity Involved in Fire Ignition.

LINE IP DATA

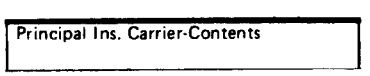


Principal Insurance Carrier — Structure



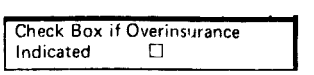
Enter the name of the insurance company with the principal insurance coverage of the structure.

Principal Insurance Carrier — Contents



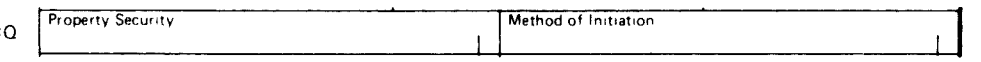
Enter the name of the insurance company with the principal insurance coverage of the contents of the structure.

Overinsurance Indication

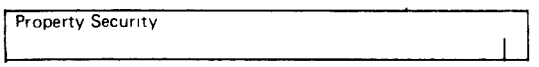


If there exists any indication of overinsurance in an incendiary or suspicious fire (such as insured values significantly greater than actual value), check box.

LINE IQ DATA



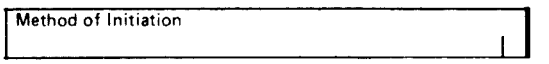
Property Security



If the fire was incendiary or suspicious, indicate the secured or unsecured condition of the building at the time the fire department arrived on the scene.

Refer to NFPA 901, Section JJA, for classifications for Property Security.

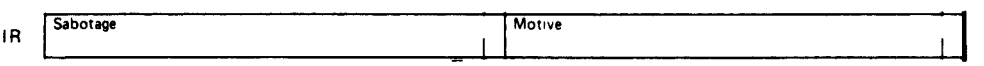
Method of Initiation



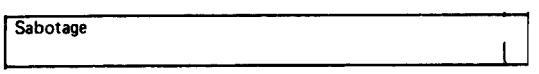
This space is used to record the presence of accelerants or incendiary devices in an incendiary or suspicious fire.

Refer to NFPA 901, Section JJB, for classifications for Method of Fire Initiation.

LINE IR DATA



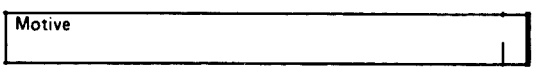
Sabotage



Record any attempts to sabotage fire protection systems or fire supression activities (valves closed, doors barred, floors undercut, etc.)

Refer to NFPA 901, Section JJC, for classifications for Sabotage.

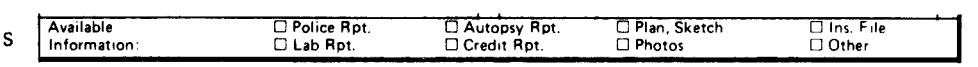
Motive



When the motive for an incendiary act is known, record it here.

Refer to NFPA 901, Section JJD, for classifications for Motive.

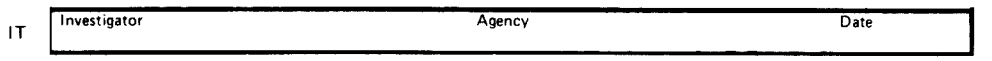
LINE IS DATA



Available Information

This line is used to record the presence of supporting information in case files. It is not coded, but is used for reference only. Check all the blocks on this line that apply.

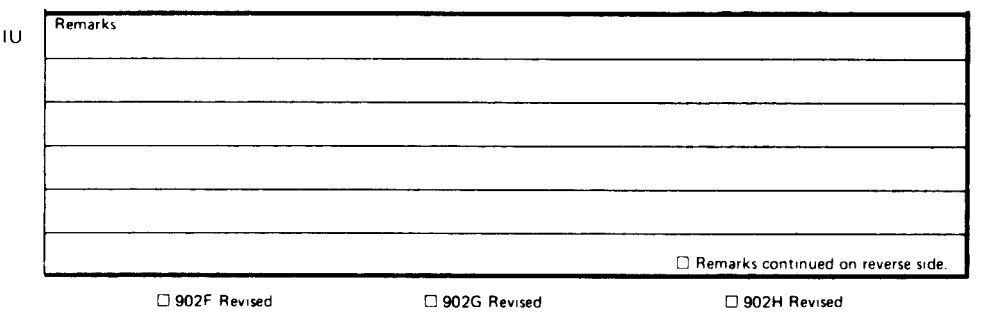
LINE IT DATA



Investigator

The investigator should sign and date the report, and indicate his affiliation.

LINE IU DATA



Remarks

No one form can ever be designed to meet the needs of all who use it or provide sufficient space and data elements to accurately describe the incident for all uses. The Remarks area can fit this need and is provided for the specific purpose of:

1. Explaining in greater detail the data elements already on the form.

2. Expanding the data already collected where room for only the most significant was provided.

3. Recording data significant to the incident when no specific spot on the form was provided.

Use the reverse side of the form if sufficient room is not available on the face of the form. If the reverse side is used, check the block at the bottom of the page.

If the 902F Form, 902G Form or 902H Form was revised as a result of data collected during the follow-up, check the appropriate boxes to indicate which forms have been updated.